

250-13-3244

NAN YA PLASTICS CORP.-AM CA  
Personnel Action Form - Change

220

Print on 3/13/06  
Return Before 3/1/06

## ===== Employee Information =====

Name : POWELL CHERYL H. Employee ID: 201462

Alias: POWELL, CHERYL, H.

Original Hire Date : 3/08/99

USA Hire Date : 3/08/99

Recently Rehire Date: 3/08/99

Affiliate Transfer Date : 0/00/00

## ===== New Employee or Present Data =====

Present Data

New (\*\* must be filled)

Effect Date

Location Name

NAN YA PLASTICS CORP, A NALC

3/1/06\*\*

NALC

Department Name

Q.C. DEPARTMENT OFFICE 6310

QC Dept Office 6310

Job Code &amp; Title

ADAS ADMINISTRATIVE ASSISTAN

ADAS Admin. Asst.

Job Grade/Category

05 Assistant

AT

05 Asst.

AT

Performance Rating  
/ Merit Increase %

Merit Increase

2.56 %

PG B

Merit

2.5 %

Promotional/Special  
Increase% (If any)

X Prorated Factor

1.0000

Promo.

%

Special

%

Total Increase %

= Prprated Merit

2.50 %

Total

2.50 %

Yearly Base Salary  
or Hourly Wage

22,511.00

23,074

Original Review date 3/01/06

New Review Date

3/1/07 \*\*

## ===== Comments &amp; Information =====

In grade 05,

#####

Merit Increase

#####

Min: 20384.00

Compa-Ratio

C

B

A

A+

Mid: 27352.00

Max: 30576.00

.80 (&lt;=.79)

3.00

4.00

5.00

.80 To .89

2.50

3.50

4.50

Compa-Ratio is

.90 To 1.00

2.00

3.00

4.00

Curr. salary/Mid

1.01 To 1.09

1.50

2.50

3.50

= .82

1.09(&gt;=1.10)

1.00

2.00

3.00

## ===== Salary History (up to latest three) =====

Effect Date	Loc. Code	Dept Code	Job Grade	Job Cat.	Salary /Wage	Perfm. Rating	Incrs% Merit	Incrs% Promo.	Incrs% Speci.	Incrs% Total
3/01/05	NALC	6310	05	AT	22,511.00	B	3.00			3.00
3/01/03	NALC	6310	05	AT	21,855.00	B	3.92			3.92
3/08/02	NALC	6310	05	AT	21,030.00	B	4.00			4.00

## ===== Approvals =====

1. Supervisor / Department Manager

3. Division Head

Name:

Name:

Date:

Date:

2. Plant Manager / Director

4. President Office

Name:

Name:

Date:

Date:

## ===== Personnel/Payroll Only =====

Emp. Status: A / Class.: F / Group: S /

Pay Schedule Date: / /

Personnel:

Payroll:

5/30/06

DEFENDANT'S  
EXHIBIT

10

# SALARY EVALUATION FORM

Page 1 of 2

Employee Cheryl Powell

Evaluation Date    /   /   

Position Admin Asst.

Hire Date    /   /   

ID #                     

## PERSONAL PERFORMANCE RATING

• PART A: FOR ALL EMPLOYEES		Evaluation Points
1.	<b>DEVELOPMENT OF SELF</b> Degree to which growth and continual improvement is sought.	7
2.	<b>TEAMWORK</b> Able to work/cooperate with others on an individual or group basis.	8
3.	<b>DILIGENCE AND ETHICS</b> Earnest and persistent effort to accomplish what is undertaken while adhering to strong ethical principles and working with honesty and integrity in dealing with co-workers and business associates.	8
4.	<b>GOAL SETTING AND ACHIEVEMENT</b> Able to define and prioritize goals/objectives and to carryout specific courses of action for self and/or others to achieve them. Possesses commitment of time and energy to ensure task/goal achievement.	8
5.	<b>VERSATILITY</b> Displays multi-functional skills and had the ability to handle different technical tasks. Demonstrates flexibility when working with others.	7
• PART B: FOR ALL ASSISTANT SUPERVISORS AND ABOVE POSITIONS		
6.	<b>LEADERSHIP</b> Demonstrates effective leadership through inspiring a shared vision, challenging the process, enabling others to act, modeling the way, and encouraging the heart.	
7.	<b>DEVELOPMENT OF OTHERS</b> Effectiveness and thoroughness of managerial efforts to develop the knowledge, skills, abilities and performance of subordinates and others.	
<b>AVERAGE of PERSONAL PERFORMANCE POINTS</b>		<u>76</u>

I. **PERSONAL PERFORMANCE RATING [30% weight]**  
Average of Evaluation Points (from above) 76 x .30 = 22.8

II. **INDIVIDUAL ANNUAL GOALS [70% weight]**  
Average of Evaluation Points (from Individual Annual Goals Sheet) 80 x .70 = 56.0

III. **RECOMMENDED OVERALL RATING SUMMARY**

78.8

Recommended Rating Is: [Circle One]	OUTSTANDING A+ 93 - 100	EXCEEDS EXPECTATIONS A 85 - 92	COMPETENT B 70 - 84	IMPROVEMENT NEEDED C 60 - 69	NOT ACCEPTABLE D 59 and below
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Cheryl Powell

**SALARY EVALUATION FORM**

Page 2 of 2

This side must be completed prior to submission and final approval.

**Immediate Supervisor's Comments:**

Cheryl has improved on the previous issues.

**Employee has these particular strengths:**

- Office housekeeping
- Courteous phone skills.

**Areas for further development or improvement are:**

- Technical abilities with reports, charts, etc.

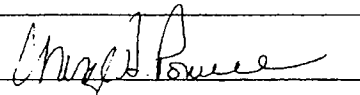
Initial Preparation By

  
(Immediate Supervisor)

Date 3/17/06

**Employee's Comments:**

Employee's Signature



Date 3/27/06

**Approving Manager's Comments:**

Approved By \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Send original document to the Personnel Section, along with the Personnel Action Form (PAF) and the employee's Individual Annual Goals.

- ATTACH ADDITIONAL SHEET IF MORE SPACE IS REQUIRED

# INDIVIDUAL ANNUAL GOALS

1. Print one copy of this sheet at the beginning of each calendar year. Review these goals once a quarter.
2. At the time of the annual evaluation make a copy of this form and the previous years goals to attach to the evaluation form
3. List Overall Evaluation Points on the copy that is attached to the evaluation.

For (Year) 2006

Employee Name: Cheryl H. Powell  
 Employee ID: 201462  
 Reviewed By: D. TRAMER

Employee and Svr/Mgr Initial and Date at each Quarterly Review	March	June	September	December
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For Salary Employees (Section Manager and above use Form #: PN42) (To be filled out on the copy attached to the evaluation) 823 Overall Evaluation Points

Goal #	(1) Description of Goals/Responsibilities	(2) Performance Expectations; Standards	(3) Target Date	(4) Self-Evaluation: Actual Performance vs. Standards	(5) Supervisor's Evaluation	Evaluation Points
1.	<b>Safety-</b> My goal is to stay focused on keeping our office equipment operational and mention to upper management where there are potential safety hazards.	1. Monitor the performance of our equipment. 2. Communicate to management of what I think needs addressed pertaining to the safety of our people.	Daily	Made sound decisions: 1. Ordered supplies/repair calls 2. Suggested Utilities fix A/C 3. Contributed to organization of our office and installing floor electrical cable covers. 4. Encouraging Assistant Supervisors on the monthly safety topics.	Good. Always provide Safety.	9
2.	<b>Housekeeping-</b> My goal is to create a pleasant, clean, and organized workplace. Become better disciplined at cleaning.	1. Seek opportunity to better organize. 2. Clean and put everything I know of in its place.	Daily	1. Start the day with an evaluation of our office equipment and provide for the necessary needs of the day.	Good.	9
3.	<b>Personnel/Payroll</b> My goals are to provide accurate information to Personnel so our people will be paid for their work done.	1. Being aware of when our people will be on vacation and have them to sign their A.V.	Daily	1. Supported our people with reminders of importance to keep up with their hours of vacation left.	Need more detailed Attention - Watch for errors.	7

# **INDIVIDUAL ANNUAL GOALS**

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For (Year) 2006

Employee Name: Cheryl H. Powell  
 Employee ID: 201462  
 Reviewed By: [Signature]

4.	<b>Data Entry/Report/Charts</b> My goals are to: 1. Get ready, set, go 2. Provide manager with the most updated results I can. 3. Prepare graphs accurately the first time. 4. Eliminate idleness.	Review shift log report daily. Report the results immediately. Provide support to management. Become less outspoken about personal issues.	Daily	Demonstrated management abilities by filling in when there are no supervisors.	- Need to expand Abilities and efficiency in these areas.	<u>17</u>
5.						
6.						